APPLICA	DEPARTMENT OF AR	OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION		
INSTRUCTIONS: S Department of Arch Attention: Schedulin	See Publication No. 76—RM—1 for instructions on completing nives and History, Records Management Division, 330 Capiting Section.	this form. Forward sign of Avenue, Atlanta, Ge	ed original to horgia, 30334,	
FOR AGENCY USE	1. Agency Address	FOR RECORDS M	ANAGEMENT USE	
Application Date	Office of Commissioner of Insurance Agents Licensing Division	Application Number	85-69-A	
Application Number	Computer Operations Room 616, West Tower, Floyd Building Atlanta, Georgia 30334	Deta Received SEP 1 0 1987	Deta Completed FEB 2 2 1988	
2. Person to Contact	Working Title		Felephone Number	
Debbie <u>Richardson</u>	Computer Operations Supe	rvisor	656-4211	
3. Action Requested			±	
a. 🗆 Establish Retentio	on Schedule; record will continue to accumulate.			
b. Dispose of presen	t accumulation; no further accumulation anticipated. on No. 85-69 Check One: 🖾 Change; 🗆 Super	rede: 🗆 Void		
c. A Amend Application 4. Dates of Series	5. Records Series Title (followed by title used in office; if	different)		
Earliest Latest July 1983 To Date	·			
6. Division and Office Func	tion What is the function of the Division and the Office	in which this record seri	es is created?	
qualification requestion requestion to the Computer Operation per license application per balancing such with examinations and	sters for all classes of insurance by strict uirements for all applicants. ations Section is responsible for batching a ons, renewals, certificate of authority requ rmits, permit renewals, bad checks, redeposi th the Fiscal Department. The section, also issues and prints licenses, failure notices, arance letters to agents applying for licens	and processing fincest and annual lates and refunds and permits and let	rst-time istings, nd insurance ters of	
			•	
7. Record Series Descriptio		numbers and titles, if a	ny):	
Documents relating to:	Processing Certificate of Authority appointments of specific companies	of agents to repr	esent	
	rm GID-122 - Request for Certificate of Auth tch Control Sheets, Batch Balance Lists and		sts	
			·	
T	·			

File is arranged:

Chronologically by Fiscal Year; thereunder numerically by assigned Batch number

	Monthly Reference Rate	How often are records referred to which are:	· ·	N.
	One to six months old12	_; Seven to twelve months old6;	; Thirteen to twenty-four months old	3;
	twenty-five months and older	<u></u> ? ` ` _		
9.	Annual Rate of Accumulation of Letter-size drawers	Records Legal-size drawers; Shelves	; Other (specify)	

If not, where is	it?			
χ b. Does the series	χ b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.			
X c. Is this a vital re	cord?			
X d. Does this series	have historical or long term research value?			
			necessary to keep the entire file for a long period, cou	
X f is the informati	cheduled separa	tely?	published? If yes, attach copy.	
· · · · · · · · · · · · · · · · · · ·		•	nalyzed and/or recorded in a summarized report?	
If yes, attach or	opy.	en e	atawa wa namatania manak <mark>a salaw</mark> a waka ayannaka ayan waka anga ya maraka na wakanama na manana wata wa na ka ka	And the real rate of th
If yes, where?		ries in your office	e, or in another office or agency?	·
		n of it) regularly	microfilmed?	
		a computer print		engapangan kaling k
11. Retention Requirements	The	following require	es the series to be kept:	
a. State Law * b. Statute of limitation	2_	years.	e. Administrative need7	years, years, years.
c. Federal law		years.	f. Federal retention instructions	years.
Attach copy or excerpt of laws or regulations. Explain administrative need. Information is needed to verify receipt of payments, and for reference in the event a certificate is not renewed in one year, but renewal is required in a subsequent year. Also, used in the event legal action is initiated against agents who have not acquired the proper licenses or certificates of authority.				
12. Approved Disposition Instr	uctions This	s agency recomme	ends that the file series be cut off at the end of each:	The state of the s
		Calendar Year; 🗆	Fiscal Year; A Other Daily	then,
7 11 11 11 11 11 11 11 11 11 11 11 11 11			(1)	
Hold in the current filesTransfer to local holding		-		
☐ Transfer to State Record	-			·
Destroy.		, y dd	tay, cross	
☐ Transfer to State Archiv	es for permaner	nt retention.		
🛛 Other (Specify)				.1.24
After information h	as been put	on the com	puter, records will be microfilmed d	aily them 2/0/4
After verifacation,	documents	will be dest	troyed.	194-
1 Roll of microfilm will be sent to Archives for security, held for 7 years and destroyed.				
1 Roll of microfilm will be held in the office for reference and audit purposes., held for 7 years and destroyed.				
7 years and destroyed. $\frac{12}{ S }$				
			3	
		•	n .	
These instructions apply to	all prior and fu	tura aggueradatio	ne of the societ	
These mad dedons apply to		ture accumulation	is Of the series.	
	N. Name and Marie and Associated as a second	The state of the s	egitima manazimatikan manaki hisio mi ama mmana a suji kai shahahahamana mahaha mana se mi susu shahamana kambatima mora	The Section of Control of the Control of Con
Agency Head/Designee / (Signat	ure)	Date	Records Management Officer (Signature)	Date
Xerry Holla	ook	9-4-87	Fred (dudles-	9-4-87
()870910-01			State Records Committee (Signature)	Date
Recommendations in para-		And the state of t		
graph 12 are approved.	State Audit	tor/Designee	Wetter	12-2-80
(If disapproved, attach letter of explanation.)	Secretary of S	State/Designee	Edward Weldon	2/1/88
85-69-A				111012
07-67-74 AR-50-71; Rev. 76	Attorney Ger	neral/Designee (R	everue Side)	14/9/98
 ·				

Addition to item 11b. 870910-01 page 3

These files can be used in the event a person is charged with selling insurance without the proper licenses or authority. The charge, according to 0.C.G.A. 33-5-3, would be a misdemeanor. According to 0.C.G.A. 17-3-1, the statute of limitation on a misdemeanor is two years.

APPLICATI	on for records retention schedule 8507/8-//	DEPARTMENT OF A	CRETARY OF STATE RCHIVES AND HISTORY AGEMENT DIVISION
	Publication No. 76—RM—1 for instructions on completing the sand History, Records Management Division, 330 Capitol Section.		
FOR AGENCY USE	1. Agency Address	FOR RECORDS	MANAGEMENT USE
Application Date	Office of Comptroller General - Ins. Dept. Agents Licensing Division	Application Number	85-69
Application Number	Computer Operations Rm. 616, West Tower, Floyd Bldg. Atlanta, GA 30334	Date Received JUL 1 8 1985	Date Completed OCT 9 1985
2. Person to Contact Debbie Richard	working Title son Computer Operations Supervi	sor	Telephone Number 656–2100
b. Dispose of present acc. c. Mend Application 4. Dates of Series Earliest Latest July 1983 To Date 6. Division and Office Function The Agents Licensin brokers and adjuste qualification requi The Computer Operat	5. Records Series Title (followed by title used in office; if di Request for Certificate of Authorities	which this record servensing of agent of a processing f	ts, counselors, the irst-time
re-examination perm balancing such with examinations and is	its, permit renewals, bad checks, redeposit the Fiscal Department. The section also p sues and prints licenses, failure notices, ance letters to agents applying for license	s and refunds rocesses all i permits and le	and nsurance tters of
7. Record Series Description Documents relating to:	This file contains the following documents (include form no Attach samples of the file. the Certificate of Authority appointments specific companies	•	
Included are: F	orm GID-122 - Request for Certificate of Au	thority	
, , , , , , , , , , , , , , , , , , ,	atch Control Sheets, Batch Balance Lists ar	-,	t Lists
			•

File is arranged:

Chronologically by Fiscal Year; thereunder numerically by assigned Batch number

1,	assigned pacer number	
8.	3. Monthly Reference Rate How often are records referred to which are:	
	One to six months old $\frac{12}{}$; Seven to twelve months old $\frac{6}{}$; The twenty-five months and older $\frac{1}{}$?	nirteen to twenty-four months old 3;
9.	Annual Rate of Accumulation of Records Letter-size drawers; Shelves; Shelves;	; Other (specify)

AR-50-71; Rev. 76

If not, where is	s <u>it?</u>		
X b. Does the series		requiring security handling? If yes, cite law	•
X c. Is this a vital re	cord?		
	have historical or long term resear	ch value? ecessary to keep the entire file for a long per	
	· · · · · · · · · · · · · · · · · · ·		
		blished? If yes, attach copy.	
X g. Is the informat		alyzed and/or recorded in a summarized repo	ort?
X h. Is there a dupli	cation of this series in your office,	or in another office or agency?	
X i. Is this series (or	r a major portion of it) regularly m	nicrofilmed?	
11. Retention Requirements	d series result in a computer printo		The same was a same with the same section of t
i i. Metention Mequirements	The following requires	•	
a. State Law			<u>1</u>
b. Statute of limitation c. Federal law		e. Administrative need f. Federal retention instructions	years.
	* See attached sheet	r. Faderal (eterition matructions -	y 7 ddi 3,
	aws or regulations. Explain adminis	strative need.	
		payments, and for reference in	
		requested in a subsequent year.	
event legal action is certificates of authorized		its who have not acquired the p	roper licenses or
	· · · · · · · · · · ·	nds that the file series be cut off at the end o	each:
		Fiscal Year; Other	
· .		· · · · · · · · · · · · · · · · · · ·	
☐ Transfer to local holding ☐ Transfer to State Record ☐ Destroy.	g area 6 month(s) year(s); t ds Center; hold 2 1/2 year(s)		
☐ Other (Specify)	es for permanent retention.		·
Li Other Jopechy			
			·
			e i
••	`		
			, <i>,</i>
	•		
These instructions apply to	all prior and future accumulations	s of the series.	
-			
Agency Head/Designee (Signat	pure) Date	Records Management Officer (Signature)	Date
Any Holbrook	7-15-85	mal ? lo	7/15/85
0/		State Records Committee (Signatur	e) Date
Recommendations in para-	the state of the s	vanimittee O'gratur	-, Jake
-	ļ	. 1	androne an electronic parameter and the consequence and the consequences.
graph 12 are approved.	State Auditor/Designee	nound Ing	8-5-84
graph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee Secretary of State/Designee	nous Sug	8-5-84
graph 12 are approved. (If disapproved, attach letter		hours Sul	8-5-85 8/485

Addition to item 11b.

These files can be used in the event a person is charged with selling insurance without the proper licenses or authority. The charge, according to 0.C.G.A. 33-5-3, would be a misdemeanor. According to 0.C.G.A. 17-3-1, the statute of limitation on a misdemeanor is two years.

(The above alteration to the schedule was made by Harmon Smith and Charles Saxon based on authomity granted to Harmon Smith by the Comptroller General's records officer Mickey Anderson in a telephone conversation July 30, 1985.)